



# **WISVOTE**

## **Data Entry Access Certification**

**\*\*The training plan outlined below can be customized by the clerk depending on the entity tasks you need to perform in WisVote\*\***

### **Introduction (Required)**

- ☐ Introduction to WisVote Learning Center
- ☐ Client Access Licenses
- ☐ User Permissions
- ☐ WisVote Login
- ☐ Navigating WisVote

### **Voter Management Entity**

- ☐ Voter Management Overview (optional)
- ☐ Voter Registration
- ☐ Registration List Alerts (optional)
- ☐ DMV Checks (optional)

### **Election Management Entity**

- ☐ Print the Poll Book

### **Post-Election Activities Entity**

- ☐ Post-Election Overview (optional)
- ☐ Record Votes
- ☐ Election Day Registration

### **Address Management Entity**

- ☐ Address Overview (optional)
- ☐ Create an Address
- ☐ Edit an Existing Address
- ☐ Address Functions on Voter Screens
- ☐ Districts/Mapping Overview (optional)

### **Absentee Voting Entity**

- ☐ Absentee Voting Overview (optional)
- ☐ Add an Absentee Application
- ☐ Absentee Administration (optional)
- ☐ In-Person Absentee Voting
- ☐ Generate Absentee Labels (optional)
- ☐ Record Returned Ballots
- ☐ Add a Care Facility (optional)

(Over)

**I have completed the required training curriculum and training as prescribed by the municipal clerk. I am requesting Data Entry access in WisVote.**

Name of Municipality/County: \_\_\_\_\_ HINDI: \_\_\_\_\_

Name of Clerk: \_\_\_\_\_

Signature of Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Return signed forms to the Government Accountability Board – Elections Division, P.O. Box 7984, Madison, WI 53707-7984 | gabhelpdesk@wisconsin.gov  
608-261-2028 FAX 608-267-0500